

## **Electronic Fund Transfer Authorization Form**

The Administrative Office of the Courts has the ability to electronically transfer funds into any account for the purpose of payment or reimbursement. This process dramatically speeds up the time that it takes for your or your organization to receive funds. By electronically transferring funds many shortcomings of standard payment are eliminated. There will be no lost mail, delayed time in receiving payment, or misplaced checks. The benefit of electronically transferring funds would be immediate. The funds would go directly to the bank account of your choice.

To begin the process of electronically transferring funds into the account we need the following information:

Bank Name:

Account Number:

Bank Routing Number (ABA):

SSN or Tax ID Number:

Contact Person for Agency:

Phone:

Once we receive this information we will update the vendor file in our accounting system to indicate that an Electronic Funds transfer has been elected by the vendor. In signing the authorization you understand that certain checks will not be automatically deposited into the account. These checks are as follows:

(1) The first check after the Fiscal Office has set up the EFT and/or any authorized changes that occur to your account in the future. (Bank requires pre-notification)

### **For Agency Use Only:**

Vendor Name:

Vendor Number:

Vendor Address:

**Please Mail this Form to the following location:**

Administrative Office of the Courts  
244 Washington St SW, Suite 300  
Attn: Fiscal Officer  
Atlanta, GA 30334-5900